

**INDIANA DEPARTMENT OF EDUCATION
SUPPLEMENTAL EDUCATIONAL SERVICES**

2005-2006 COMPLIANCE AND ON-SITE MONITORING REPORT

FOR:

COMMUNITY SCHOOLS OF FRANKFORT

DOCUMENT ANALYSIS		OBSERVATION		COMPLIANCE	
Tutor Qualifications	Satisfactory	Lesson matches original description	Satisfactory	Criminal Background Checks	In Compliance
Recruiting Materials	Satisfactory	Instruction is clear	Satisfactory	Health/safety laws & regulations	In Compliance
Academic Program	Satisfactory	Time on task is appropriate	Satisfactory	Financial viability	Not Applicable (provider is a school district)
Progress Reporting	Unsatisfactory	Instructor is appropriately knowledgeable	Satisfactory		
		Student/instructor ratio: 9:1	Satisfactory		

ACTION NEEDED: **No further action is needed.**

On-site Monitoring Visit Rubric DOCUMENT ANALYSIS Components

NAME OF PROVIDER: COMMUNITY SCHOOLS OF FRANKFORT
SITE: Kyger Elementary School
DATE OF SITE VISIT: 4/12/06

DATE DOCUMENTATION RECEIVED: 4/28/06
REVIEWER: ST/CH

Providers will be required to submit documentation for each component during the site visit. If documentation is not available on-site, the director or head of the provider's organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence will result in removal from the approved provider list.** Providers will be given an Unsatisfactory or Satisfactory for each component. Providers receiving an Unsatisfactory for any component will be required to address deficiencies within 30 calendar days of receiving their final report.

COMPONENT	DOCUMENTATION NEEDED	DOCUMENTATION SUBMITTED (IDOE use only)	U	S	COMMENTS
Tutor qualifications	TWO of the following: -Tutor resumes (all tutors) -Tutor evaluations (all tutors) -Recruiting policy for tutors -Sample tutor contract (one copy)	Recruiting policy and letter Statement regarding SES clause in teacher contract		X	Tutor qualifications stated in recruitment policy match those in provider application.
Recruiting materials	TWO of the following: -Recruitment fliers -Incentives policy -Program description for parents -Advertising materials	Program description for parents Recruitment brochures		X	Recruitment materials and program description are acceptable and match original provider application.
Academic Program	TWO of the following: -Lesson plan -Detailed lesson description -Specific connections to Indiana academic standards -Description of connections to curriculum of EACH district the provider works with.	Lesson plans Detailed lesson description Connection to IN standards		X	Lesson plans link directly to Indiana academic standards. Lessons match description in provider application.
Progress Reporting	TWO of the following: -Sample progress report -Timeline for sending progress reports -Documentation of reports sent	Sample progress report Progress report timeline	X		Progress reports sent quarterly. However, provider application states that parents and students' regular teachers will receive reports on progress toward student goals on a monthly basis.

On-site Monitoring Rubric OBSERVATION Components

NAME OF PROVIDER: COMMUNITY SCHOOLS OF FRANKFORT
SITE: Kyger Elementary School, Rms 13 & 27
TUTOR'S INITIALS (ALL TUTORS OBSERVED):
NUMBER OF LESSONS OBSERVED: 2

DATE: April 12, 2006
REVIEWER: ST/CH
TIME OF OBSERVATION: 3:30-4:10pm

During the site visit, IDOE personnel will visit several tutoring sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual tutoring matches lesson plan descriptions that are provided in requested documents, as well as those that were provided in the original provider application; that tutors and students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content.

Each provider will receive a mark of "Satisfactory" (S) or "Unsatisfactory" (U) for each component. Providers receiving a "U" in any component will be required to address deficiencies within 30 calendar days of receiving their final report. Failure to address deficiencies will result in removal from the state approved list.

COMPONENT	S	U	REVIEWER COMMENTS
Lesson matches original description in provider application	S		Students completed homework during the first 30 minutes of the tutoring session. Teachers were available for assistance when students had questions or needed help understanding their assignments. During the remainder of the tutoring session, students worked on Reading/Literacy lessons. For example, one teacher led students in a discussion about the book they'd read the previous day called "Rainbow Fish". The teacher asked reading comprehension questions and students volunteered answers. Next, students completed a craft activity in which they made their own interpretation of how the main character Rainbow Fish would look. At the end of the session, students were given the opportunity to "fish" for words (from the story) in a paper pond and then alphabetize them appropriately Observed lessons match original description in provider application.
Instruction is clear	S		Teachers were able to provide clear guidance if/when students requested assistance.
Time on task is appropriate	S		Students generally stayed on task. Teachers monitored students and redirected students when they were off task.
Instructor is appropriately knowledgeable	S		Teachers were able to immediately clarify assignments and questions regarding activities when students requested assistance.
Student/instructor ratio: <u>about 9:1</u>	S		Application notes that ratio will be 12:1, however, the ratio in the observed tutoring session was actually lower. Application also notes that instruction will be in small groups. Small group instruction was observed.

On-site Monitoring Visit Rubric COMPLIANCE Components

NAME OF PROVIDER: COMMUNITY SCHOOLS OF FRANKFORT

SITE: Kyger Elementary School

DATE OF SITE VISIT: 4/12/06

DATE DOCUMENTATION RECEIVED: 4/28/06

REVIEWER: ST/CH

The following information is rated “Compliance” (C) or “Non-Compliance” (N-C). Upon IDOE request, selected documentation listed for each component must be submitted as part of the site visit monitoring. The contact person listed for each provider will be contacted for the required information and will be informed which documents, policies, or descriptions will be required for the compliance components. Documentation may be submitted by the company or organization head, an on-site representative, or any other authorized representative appointed by the organization. Documentation must be submitted during the IDOE site visit or within seven (7) calendar days after the site visit.

Failure to submit compliance documentation will result in removal from the state-approved provider list.

If a provider is deemed to be in non-compliance with any component for which evidence has been requested, the provider will be contacted and will be required to develop and submit a corrective action plan for getting into compliance within 30 calendar days. If the corrective action plan is not submitted, if the corrective action plan is inappropriate or insufficient, or if the corrective action plan is not implemented, the provider will be removed from the state-approved list.

COMPONENT	REQUIRED DOCUMENTATION	DOCUMENTATION SUBMITTED (IDOE USE ONLY)	C	N-C
Criminal background checks	ALL of the following: -Criminal background checks from an appropriate source for every tutor and any other employees working directly with children.	Criminal history checks	X	
Health and safety laws and regulations	TWO of the following: -Safety plans and/or records -Department of Health documentation of physical plant safety (if operating at a site other than a school) -Evacuation plans/policies (e.g., in case of fire, tornado, etc.) -Student release policies -Transportation policies (as applicable)	Transportation policy (in brochure) Emergency directions	X	
Financial viability	TWO of the following: -Notarized business license or formal documentation of legal status -Audited financial statements -Tax return for the past two years	Not Applicable (provider is a school district)	N/A	N/A